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Communications and Information

***REQUIREMENTS DEVELOPMENT AND
PROCESSING***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This operating instruction prescribes uniform procedures for processing Communications and Information (C&I) Systems Requirements Documents (CSRDs). The instruction applies to all organizations directly assigned to Headquarters (HQ) Air Force Materiel Command (AFMC) (Directorates, field operating agencies (FOAs), etc.) and organizations residing within the HQ AFMC complex. Reference AFI 33-101, *Communications and Information Management Guidance and Responsibilities*, and AFI 33-103, *Requirements Development and Processing*, and AFMC Supplement 1 thereto.

SUMMARY OF REVISION

This revision includes new instructions on the mandatory AFMC policy concerning acquiring IT products from the AF IT Superstore and the process to approve exceptions to the policy. (See HQ AFMC/CC memo, dated 10 August 2000, Subject: "AFMC Policy Purchasing Information Technology (IT) Products".) Also, additional guidance for sole source acquisitions is provided.

1. Policy: The HQ AFMC Requirements, Plans, and Systems Engineering Branch, (HQ AFMC/SCPR), ensures compliance with this HQ Operating Instruction (HOI). Organizations directly assigned to HQ AFMC (Directorates, FOAs, etc.) and organizations residing within the HQ AFMC complex will submit CSRDs to HQ AFMC/SCPR for action per this HOI.

2. Requirements Preparation.

2.1. The requirements process starts when the requesting organization, the customer, identifies a need for C&I systems resources that must be met with a materiel solution.

2.2. If the necessary communications and information resources cost less than \$15M, the customer prepares an AFMC Form 321, **C&I Systems Requirements Document (CSRD)**, in accordance with the instructions provided in AFI 33-103 and AFMC Supplement 1. Generally, the higher the cost of the proposed acquisition, the more comprehensive the CSRD.

2.3. Every requirement document contains these basic elements: the functional definition of the requirement, justification of the requirement, and the technical solution and alternatives with associated costs. The solution should include acquisition, maintenance and disposition.

3. HQ AFMC/SCPR Responsibilities.

3.1. The HQ customer:

3.1.1. Identifies communications and information requirements and documents those requirements in functional terms on AFMC Form 321 in accordance with AFI 33-103 and AFI 33-103, AFMC Supplement 1.

3.1.2. If possible, researches alternative technical solutions and costing to reduce the time to process the requirement and includes those recommendations on the AFMC Form 321. The use of the AF Information Technology (IT) Superstore is mandatory by AFMC activities to purchase IT products. (These products include: desktops, laptops, hand-held computers, servers, workstations, COTS software, network products, and I/O peripherals such as printers and scanners.) Information regarding the AF IT Superstore is available at <http://www.itsuperstore.af.mil>.

The HQ AFMC Communications and Information Systems Officer (CSO) may approve exceptions in the situations where another vendor can provide better value than the AF IT Superstore. The best value analysis is completed through a process that compares price, performance, availability, and maintainability to select the most advantageous value to the government.

3.1.3. Works with the functional office of primary responsibility (OPR) or technical staff to develop the technical solution and costing.

3.1.4. Obtains applicable coordination (manpower, civil engineering, cost accounting, etc.) before submission to HQ AFMC/SCPR.

3.1.5. Prepares an Economic Analysis (EA) when a new project or program has a total investment cost greater than \$1M or annual recurring costs greater than \$200K.

3.1.6. Coordinates the CSRD with the functional OPR, interfacing functional activities, C&I development activities, or other impacted activities before submission to HQ AFMC/SCPR.

3.1.7. Obtains signature from individual authorized to obtain C&I resources for the organization, and concurrence with requirements and technical solutions (if one has already been obtained).

3.1.8. Obtains funding for her/his requirement. (It is not necessary for funding to be available prior to processing the CSRD for approval.)

3.1.9. Forwards validated CSRDs to HQ AFMC/SCPR (see para. 3.1.7).

3.1.10. Implements technical solution and acquires approved resources after the HQ AFMC CSO certifies the CSRD.

3.2. HQ AFMC/SCPR

3.2.1. Serves as the focal point for all HQ C&I requirements.

3.2.2. Assigns CSRD numbers to all HQ AFMC C&I CSRDs.

3.2.3. Establishes suspenses for HQ CSRDs and maintains a database of all HQ C&I requirements.

3.2.4. Tracks and provides status of all CSRDs submitted for HQ AFMC CSO certification.

3.2.5. Staffs, records, and processes HQ CSRDs through the coordination cycle.

3.2.6. Provides guidance and assistance to the customer in their responsibilities defined above in paragraph 3.1.

3.2.7. Coordinates requirements affecting the base infrastructure with 88th Communications Group (CG). Requirements which would impact the base infrastructure include the laying of cable underground, wiring up to the building (i.e., service delivery point); connectivity to the base Metropolitan Area Network (also known as the Wide Area Network) to include fiber cable, routers, switches, etc.; telephones; and coordination of base directory services.

3.2.8. Returns HQ AFMC CSO certified CSRDs to the customer for acquisition and implementation of the technical solution.

3.2.9. Assists customer with the acquisition and implementation of technical solution, if requested.

3.2.10. Monitors CSRD processing effectiveness and timeliness.

3.3. HQ AFMC CSO Certification Authority (HQ AFMC/SCPR):

3.3.1. Reviews requirements and technical solutions applying MAJCOM guidance, applicable architectures, and higher HQ directives.

3.3.2. Returns certified CSRDs to HQ AFMC/SCPR for disposition.

4. Procedures for Processing CSRDs. (Refer to Attachment 1 for flow chart.)

4.1. Customer identifies requirement and initiates CSRD by completing AFMC Form 321. (HQ AFMC/SCPR will provide assistance as necessary.)

4.2. Customer obtains the CSO Control Number (AFMC Form 321, Block 3) from HQ AFMC/SCPR. (The customer is not required to obtain the CSO Control Number prior to validating the CSRD, but may do so to initiate tracking of the CSRD at the earliest step in the process.)

4.2.1. HQ AFMC/SCPR logs the CSRD into database and begins tracking.

4.3. Customer validates the CSRD by obtaining signature (AFMC Form 321, Block 18a) of an individual in her/his organization authorized to concur on organizational requirements and technical solutions.

4.4. Customer submits validated CSRD to HQ AFMC/SCPR for final processing.

4.5. HQ AFMC/SCPR will coordinate CSRD through appropriate Technical Solution Authority for a technical solution as necessary. HQ AFMC/SCPR personnel will ensure that the mandatory policy to purchase IT products from the AF IT Superstore is followed and will assist the customer if needed.

4.5.1. If the technical solution calls for a sole source acquisition, the customer must prepare additional documentation for submission with the CSRD. For sole source acquisitions between \$2,500 and \$100,000, the customer will prepare a Sole Source Justification (SSJ). For sole source acquisitions greater than \$100,000, the requestor will prepare a Justification and Approval (J&A). No sole source documentation is required when the acquisition is less than \$2,500. Note that acquisitions from GSA schedules, the AF IT Superstore, and other government contracts com-

peted in full and open competitions are not considered sole source acquisitions. The J&A guide and template is located on the Web at: <https://www.afmc.wpafb.af.mil/organizations/HQ-AFMC/PK/pkopr1.htm>. (HQ AFMC/SCPR will provide assistance as necessary.)

- 4.6. HQ AFMC/SCPR submits CSRD package to AFMC CSO for certification.
- 4.7. HQ AFMC CSO certifies the CSRD and returns it to HQ AFMC/SCPR for disposition.
- 4.8. HQ AFMC/SCPR logs CSRD out of database and returns it to customer to begin acquisition process.

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Attachment 1

CSRD PROCESS FLOW CHART

